

DD/A 75-0061

7 JAN 1975

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and
Technology

SUBJECT : Designation of Clerical Personnel

1. The need for additional clerical personnel to supplement the work force of several Agency components at this particular time was stated at the Morning Meeting of 7 January 1975.

2. I acknowledge that all clerical vacancies within the Agency at this time are not filled. I believe we all must acknowledge, however, that we are faced with a "first thing first" type of situation, and it is absolutely essential that we do everything that we can to meet the current situation.

3. It would be appreciated if you would designate, by name, two experienced clerk/typists from your directorate who may be called upon on short notice to be detailed to another component. Please furnish those names to Mr. Leo [] of my office on extension []

/s/ John F. Blake

John F. Blake
Deputy Director
for
Administration

DD/A:JFBlake:kmg (7 Jan 75)

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